

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
Fort Sill, Oklahoma 73503-5100

USAFACFS Regulation
No. 140-1

9 February 1994

Army Reserve
U.S. ARMY RESERVE (USAR) INDIVIDUAL MOBILIZATION
AUGMENTATION (IMA) PROGRAM

Supplementation by subordinate commanders is prohibited unless
specifically approved by Headquarters, USAFACFS.

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*This regulation supersedes USAFACFS Regulation 140-1, 20 April
1990.

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1. PURPOSE. This regulation states policy, assigns responsibilities and prescribes procedures for the operation of the USAFACFS Individual Mobilization Augmentation (IMA) Program.
2. SCOPE. This regulation applies to the TRADOC units located at Fort Sill, Oklahoma.
3. DEFINITION. Individual Mobilization Augmentees are-
 - a. Volunteers for specific functions required upon mobilization.
 - b. Assigned to an Active Component (AC) unit or agency.
 - c. Members of the Selected Reserve available for immediate recall to active duty in the event of a national emergency.
 - d. Funded to train with their unit/organization of assignment 12-15 days each fiscal year.
4. RESPONSIBILITIES.
 - a. DPTM is responsible for--
 - (1) Assisting units in identification of positions.
 - (2) Notifying units when new IMA assignments occur. (To include current MOBTDA/MTO&E paragraph and line number.)
 - (3) Advising and assisting each agency in scheduling IMA annual training (AT) tours.
 - (4) Maintaining a historical file of all IMA assignments to agencies on Fort Sill.
 - (5) Receiving IMA requests for AT from the agency of assignment and forwarding them through HQ, TRADOC, to Army Reserve Personnel Center (ARPERCEN) for orders 75 days prior to the AT period.
 - (6) Inprocessing all IMA personnel reporting for AT to include--
 - (a) Preparing identification (ID) card application, if applicable.
 - (b) Processing pay packets and scheduling finance appointments.
 - (c) Processing personal clothing requests (when required in orders).

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(7) Initiating and ensuring that Officer Evaluation Report (OER)/Noncommissioned Officer Evaluation Report (NCOER) and Training Evaluations meet the requirements of AR 623-105, AR 635-205, and DA Cir 623-88-1.

(8) Coordinating IMA requests for deferment from training during a fiscal year with the agency of assignment.

(9) Outprocessing and resolution of any problems with agency of assignment, individual, and ARPERCEN.

b. Gaining command/organization/unit is responsible for--

(1) Designating an Officer in Charge (OIC) of the IMA program providing liaison between DPTM Training Division and the unit.

(2) Establishing and maintaining contact with the assigned IMA (figures 1 and 2).

(3) Coordinating directly with the IMA to schedule and approve requests for AT tours (figures 3 and 4 and appendix A).

(4) When no response is received from the IMA concerning requested AT dates, sending a follow-up letter (figure 5).

(5) Completing DA Form 2446 (Request for Orders) (RFOs), and forwarding to DPTM Training Division for each IMA tour 75 days before the AT period (figure 6).

(6) Appointing sponsors for each IMA assigned.

(7) Ensuring all assigned IMAs have in processed and out processed through DPTM Training Division.

(8) Assisting with obtaining ID cards, AIDS tests, dental X-rays, dog tags, and physical exams (when required by ARPERCEN).

(9) Signing for TA-50 equipment from Central Issue Facility (CIF) (when requested).

(10) Coordinating for quarters and meals, as required.

(11) Planning and providing appropriate mobilization training for each IMA assigned. Informing each IMA of the AT projects as soon as possible (figure 7).

(12) Familiarizing the IMA with current policies, procedures, and programs which will assist in maintaining proficiency.

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(13) Counseling IMA if appearance is not in accordance with AR 670-1 or if the IMA fails to meet the weight standard for height contained in AR 600-9, table 1.

(14) Preparing and forwarding evaluation reports through DPTM to HQ, ARPERCEN, in accordance with AR 623-105 (officers) and DA Cir 623-88-1 (enlisted).

(15) Approving or disapproving individual IMA requests for deferment for training for a fiscal year.

(16) Scheduling IDT assignments for "points only" in accordance with AR 140-185 and AR 140-1.

c. IMA sponsor is responsible for--

(1) Sending an official welcome letter to each newly assigned IMA which provides unclassified material on the organization, chain of command, mission, and training plan (figure 1).

(2) Assisting the IMAs with inprocessing, billeting, and transportation during their tour of duty.

d. Individual IMA is responsible for--

(1) Performing a minimum of 12 days training with assigned agency or unit each fiscal year unless excused.

(2) Coordinating with the command for scheduling AT.

(3) Coordinating with the sponsor to arrange billeting and other personal requirements.

(4) Developing and maintaining proficiency in assigned mobilization position.

(5) Requesting IMA training projects to earn retirement "points only" credit (if desired).

(6) Notifying unit/sponsor of any change in Privacy Act information (figure 2).

(7) Maintaining a personal career plan to accommodate AT and required professional development education. DA Pam 140-1 is a guide. The plan must be coordinated with the unit/agency of assignment and updated annually.

DATE

Rank/Name
Address
City, State Zip Code

Dear Rank/Name:

It is a pleasure to welcome you to Fort Sill and to
_____ You have been assigned to as a

I am sure that your
assignment will give you insight into how we currently operate and will be a satisfying and
rewarding experience.

_____ has been assigned as your
sponsor and will be in touch with you.

In order for us to know you better and to provide meaningful training, please complete and
return the enclosed questionnaire and, if you have a copy, your ORB or DA Forms 2 & 2-1.

I am enclosing the Fort Sill welcome packet. Please feel
free to call if you have any questions (DSN 639- _____ or
commercial (405) 442

Welcome aboard.

Sincerely,

Signature Block

Figure 1. Sample Welcome Letter

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Figure 2. Locator Card

DATE

Rank/Name
Address
City, State Zip Code

Dear Rank/Last Name:

As you know, you have been assigned as an Individual Mobilization Augmentee (IMA) under the provisions of Army Regulation 140-145, as a

You are reminded that Army Regulations require 12 days of Annual Training (AT) each fiscal year, unless excused for cogent reasons. The training period is for 12 days, exclusive of travel time, beginning on a Monday and ending on a Friday. Holidays or the Christmas/New Year period will not be chosen as a training date, unless agreed to by the assigned unit.

This year, your project will be to
This will include

Your project training should result in
In order to prepare yourself for this training, it is necessary.
for you to review/study the
has been assigned as your sponsor..
His/Her phone number is

Please complete and return the enclosed tour request as soon as possible.

Army Reserve Personnel Center (ARPERCEN) requires 60 days lead time to publish and distribute orders; therefore, your first choice should be at least 75 days prior to the return date. Confirmation of your tour date must be made in writing.

Your point of contact this command is
(commercial (405) 442- or DSN 639-).

Sincerely,

Signature Block

Enclosure

Figure 3. **Sample AT Request** Letter

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DATE _____

Commander
ATTN:
Fort Sill, OK 73503-

Dear

Dates desired for 12 days Individual Mobilization Augmentee Annual Training (AT) FY , in order of preference are as follows:

- a. _____ through _____
(Monday) (Friday)
- b. _____ through _____
(Monday) (Friday)
- c. _____ through _____
(Monday) (Friday)

The above address is/is not correct. Below is current address and telephone number.

Sincerely,

(Signature)

(Grade, Branch, SSN)

(Address)

(Telephone Number)

Figure 4. Sample Tour Request

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DATE

RANK/NAME

Address

City, State Zip Code

Dear Rank/Name:

You have been assigned to as an Individual Mobilization Augmentee (IMA) under the provisions of Army Regulation 140-145. A tour selection letter was mailed to you on

We have not received your preferred dates to perform your
Annual Training (AT). A minimum of 75 days lead time is
required to publish orders and arrange assignments. AT for
Fiscal Year must be scheduled by March 1, Please
return enclosed tour request letter as soon as possible.

Failure to coordinate your AT dates may result in removal from your IMA slot.

Request you contact this office at (405) 442-3218 or 442-4803 upon receipt of this letter.

Sincerely,

Signature Block

Enclosure

Figure 5. Sample Follow-Up Letter

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Figure 6. Request for Orders

DATE

Rank/Name
Address
City, State Zip Code

Dear Rank/Name:

From your request, we have selected
for your Annual Training (AT) tour.

DATES

as your sponsor, telephone number (405) 442-
639- You will work for

has been assigned
or (DSN)

Enclosed is a brief description of the project(s) you will be assigned during AT.

Also enclosed is a tour information sheet. See you on DATE

Sincerely,

Signature Block

Enclosures

Figure 7. Sample Annual Training Letter

Appendix A

References

1. AR 135-205, Enlisted Personnel Management.
2. AR 140-1, Army Reserve Mission, Organization, and Training.
3. AR 140-145, Individual Mobilization Augmentation Program.
4. AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records.
5. AR 600-9, The Army Weight Control Program.
6. AR 623-105, Officer Evaluation Reporting System.
7. AR 623-205, Enlisted Evaluation Reporting System.
8. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
9. DA Pam 140-1, U.S. Army Reserve Officers Professional Development and Utilization.
10. TRADOC Memorandum 140-145, Army Reserve Individual Mobilization Augmentation (IMA) Program.

Appendix B

Abbreviations

AC - Active Component

AIDS - Auto Immune Deficiency Syndrome

AR - Army Regulation

ARPERCEN - Army Reserve Personnel Center

AT - Annual Training

CIF - Central Issue Facility

DPTM - Directorate of Plans, Training, and Mobilization

ID - Identification

IDT - Inactive Duty Training

IMA - Individual Mobilization Augmentee

MOBTDA - Mobilization Tables of Distribution and Allowances

MTOE - Mobilization Tables of Organization and Equipment

NCOER - Noncommissioned Officers Evaluation Report

OER - Officers Evaluation Report

OIC -- Officer in Charge

ORB - Officers Record Brief

RFO - Request for Orders

TA - Table of Allowances

Appendix C

Scheduled Training

STEP 1. All assigned IMAs should be contacted in writing during the month of June to schedule their AT dates for the next fiscal year (See figures 3 and 4). If no response is received by September, a follow-up letter must be mailed and documented as a second notice with a copy provided to DPTM Training Division (See figure 5) .

STEP 2. Upon receipt of tour dates from the IMA, a copy will be sent to the battery or section in which the IMA is assigned requesting selection of training period.

STEP 3. Compare the returned questionnaire with the IMA file and update with current home address and phone, if necessary.

ONCE THE TRAINING DATE HAS BEEN DETERMINED COMPLETE STEPS 4 AND 5.

STEP 4. Submit the Request for Orders (DA Form 2446) (See figure 6) to DPTM Training Division 75 days prior to training dates. When this is not possible, contact DPTM Training Division.

STEP 5. Mail the AT Letter and tour information sheet to the IMA (See figure 7 and appendix D).

UPON COMPLETION OF TOUR, COMPLETE STEPS 6 AND 7.

STEP 6. Complete and forward to DPTM Training Division an OER (Officer), NCO-ER (E5/7), or Training Evaluation (E1/4).*

STEP 7. Send Employer Letter thanking him for his cooperation and support (See figure 8). (Should be coordinated with IMA.)

* When the performance of the individual is less than satisfactory or the individual fails to answer correspondence, unit should forward to DPTM Training Division a memorandum requesting removal from the IMA program (See AR 140-145, para 3-5.) .

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DATE

Employer's Name
Address
City, State Zip Code

Dear

an employee of your
company, has just completed a 2-week tour of active duty at this
headquarters as The Army
preselects individual members of the Army Reserve to occupy
critical, predesignated positions in time of national emergency.

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As a member, has made, and continues to
make, a significant contribution to the ability of the U.S. Army
to deter and, if necessary, combat aggression.

We at Fort Sill realize that participation by concerned
citizens such as involves more than
personal sacrifice on the part of the individual; it also
involves the cooperation and concern of employers like yourself
who provide employees the encouragement and time to share in
this Nation's defense. We are most grateful for your
cooperation and extend our thanks to you for promoting an
employee relationship which strengthens our national defense.

Sincerely,

Figure 8. Sample Employer Support Letter

Appendix D

Tour Information

MAILING ADDRESS: Commander
USAFACFS
ATTN: ATZR-TT
Fort Sill, OK 73503-5100

PHONE NO: Bldg 455, (405) 442-3218/3697, (duty hours);
Bldg 5676, (405) 442-5000, (after duty hours)
If no answer, call Field Officer of the Day at
(405) 442-4912.

REPORTING INSTRUCTIONS: All ranks report to Bldg 455 during normal duty hours (0730-1630) and Bldg 5676 after normal duty hours. Report in Class "A" or BDU Uniform, with a fresh haircut, at the time and date indicated on your orders. Bring ALL of your baggage and military uniforms when reporting.

POV REQUIREMENTS AND REGULATIONS: POV encouraged.

MISCELLANEOUS:

1. Mess and Rations: EM - Issued meal cards to eat with unit. OFF - Consolidated Dining Facility (Separate Rations).
2. ID Card Forms issued during inprocessing, when necessary.
3. ALL personnel should bring a **MINIMUM** of \$50 to defray expenses.

ADDITIONAL INSTRUCTIONS: WEATHER: Hot summers and mild winters.

HOW TO GET TO FORT SILL

PERSONNEL ARE ENCOURAGED TO COMPLETE TRAVEL PRIOR TO 2000 HOURS ON SUNDAY DUE TO LACK OF TRANSPORTATION TO FORT SILL AFTER THAT TIME. For the individuals arriving via air at Lawton Airport, there is a military assistance point available at the airport.

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This office closes at 2000 hours on Sunday. Free shuttle service is available between Lawton Municipal Airport and Fort Sill. One copy of orders is necessary for this transportation.

Fort Sill is 80 miles southwest of Oklahoma City. If you are traveling by automobile and approaching Fort Sill from the north follow I-44 and exit at Key Gate, Fort Sill. If you are traveling from the south take I-44 north and take the Key Gate, Fort Sill exit. The Directorate of Plans, Training, and Mobilization (DPTM) is located in Bldg 455 on Randolph Road. After normal duty hours report to Bldg 5676 located on London Road.

USAFACFS Regulation 140-1, 9 February 1994 (ATZR-TTG) FOR

THE COMMANDER:

-FS -:

OF

CHRISTOPHER C. SHOEMAKER
Colonel, FA
Chief of Staff